



## City of Austin - JOB DESCRIPTION



### Austin Police Department Police Planner

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	10600	<b>Salary Grade:</b>	OG1
<b>Approved:</b>	July 21, 1999	<b>Last Revised:</b>	January 24, 2008

#### Purpose:

Under general direction, provide research, data analysis, strategic planning, and process improvement support to promote the effective utilization of departmental resources.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Evaluates ongoing or proposed programs to determine efficiency, cost effectiveness, and program utilization.
2. Compiles data and information for reports on police performance.
3. Collects, analyzes, and reports on department performance measures, department traffic statistics, and crime traffic.
4. Documents and analyzes data to discover patterns and/or discrepancies.
5. Develops procedures for implementation of plans or programs.
6. Conducts system improvement projects for the Police Department.
7. Researches proposed alternatives for providing police services.
8. Researches and prepares narrative material for grant proposals, annual reports, and other documentation as required and requested.
9. Provides support to program staff in the development and monitoring of performance measures.
10. Conducts complex analysis regarding police personnel, discipline and training, deployment, workload, and police beat design.
11. Assists in the implementation of police initiatives and responds to requests for information from outside entities.
12. Establishes and maintains effective communication and working relationships with executives, command staff, city employees, and other law enforcement agencies.

#### Responsibilities - Supervisor and/or Leadership Exercised:

None

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Skill in oral and written communications.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software applications.
- Skill in data analysis and problem solving.
- Skill in planning and organizing.
- Skill in establishing and maintaining relationships with city employees and the public.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to establish effective communication and working relationships with city employees and the public.

#### Minimum Qualifications:

- Graduation from an accredited four-year college or university with major course work in Public Administration, Planning, Social Science, Liberal Arts, or related to the job, plus three (3) years research experience. OR
- Masters degree from an accredited college or university with major coursework in Public Administration, Planning, Social Science, Liberal Arts or in a field related to the job. One (1) year research experience.

#### Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.